



Oconee County Board of Commissioners

Request for Qualifications and Proposal (RFQP)

RFQP #FY1705-22

Professional Building Inspection and Plan Review Services

ACCEPTANCE TIME/DATE: Prior to **2:30:00 PM Thursday, June 1, 2017** "Local Time"

ACCEPTANCE PLACE Oconee County Board of Commissioners
Finance Department - Division of Procurement
23 N. Main Street, Suite 203
Watkinsville, Georgia 30677

A PRE-SUBMITTAL MEETING is NOT scheduled for this solicitation.

QUESTIONS regarding this RFQP shall be received no later than **2:30:00 PM on Thursday, May 25, 2017**.

REQUESTS FOR INFORMATION related to this Solicitation should be directed to:

Karen T. Barnett, CPPB
Purchasing Officer
(706) 769-2944
(706) 310-3574 (Fax)
E-mail address: kbarnett@oconee.ga.us

OPENING OF SoQ: Rm 205, Oconee County Courthouse, 23 N. Main St., Watkinsville, GA 30677

This document can be downloaded from our web site:
<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=1def60c9-84e7-4661-be40-b4c46b28eeb1>

Issue Date: May 18, 2017

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OCONEE COUNTY INSURANCE REQUIREMENTS

May 18, 2017
Oconee County Board of Commissioners
23 N Main Street
Watkinsville, GA 30677
Request for Qualifications and Proposal (RFQP) #FY1705-22

Professional Building Inspection and Plan Review Services

Interested firms will provide a statement of qualification/proposal (SoQP) to the Oconee County Board of Commissioners (OCBOC), delivered to the office of the Purchasing Officer, Suite 203, 23 N. Main Street, Watkinsville, GA. 30677, until **2:30 PM on Thursday, June 1, 2017** for professional building inspection and plan review services. The Oconee County Planning and Code Enforcement Department and the Oconee County Fire Department would like to retain services from qualified firms to provide architectural and structural plan review and inspection services for various types of projects as they relate to both commercial and residential construction. These services are to supplement the ongoing development services currently performed by the County's own work force. For more information about this project, please see the RFQP documents.

At that time, date, and place given above, in Suite 205, the sealed proposals will be publicly opened and only the names of the respondents will be read aloud. The RFQP documents and forms can be obtained from the Office of the Purchasing Officer or the Oconee County Website at www.oconeecounty.com. No bonds are required for this RFQP. No pre-submittal meeting is scheduled for this solicitation.

Questions regarding this RFQP should be directed to Ms. Karen Barnett, CPPB, Purchasing Officer via Email at kbarnett@oconee.ga.us and shall be received no later than **2:30 PM on Thursday, May 25, 2017**.

The OCBOC reserves the right to cancel this solicitation and/or reject all proposals in whole or in part if Oconee County determines that cancellation and/or rejections are advantageous to the County. RFQPs are legal and binding upon the Respondent when submitted. It will also be the responsibility of each Respondent to obtain any addenda issued from the Purchasing Office. The written RFQP documents supersede any verbal or written prior communications between the parties.

By Oconee County Board of Commissioners

The Honorable John Daniell, Chairman

REQUEST FOR QUALIFICATIONS and PROPOSAL (“RFQP”)

A. INTRODUCTION

Oconee County Planning and Code Enforcement Department and the Oconee County Fire Department would like to retain services from qualified firms to provide architectural and structural plan review and inspection services for various types of projects as they relate to both commercial and residential construction. These services are to supplement the ongoing development services currently performed by the County’s own work force.

Procurement of plan review and inspection services by Oconee County will be carried out in compliance with Oconee County’s purchasing policy.

Oconee County is seeking qualified firms to provide services with experience in the following disciplines:

Plan Review

Review commercial building architectural and structural design, review of specifications, calculations, and related construction documents.

Building Inspection Services

Provide inspection services of all phases of construction, as they relate to the following installations: structural, mechanical, electrical, plumbing, energy and accessibility.

Fire Inspections

Provide annual fire inspections of all commercial buildings within unincorporated Oconee County.

B. SCOPE OF WORK

GENERAL

Oconee County Planning and Code Enforcement Department and Fire Department seek professional building plan review and inspection services to supplement the ongoing development services currently performed by its own work force and serve as a County Building Inspector, Plan Reviewer, and Fire Inspector.

This RFQP seeks general professional and technical inspection services including all forms of construction inspection etc. The types of inspection services that the County is seeking may consist of providing any combination of these tasks. Additionally, the Contractor’s duties may be project specific or general in nature when supporting the existing staff in day-to-day activities.

The plan review and inspection provider will be required to review plans and/or inspect all structures under the Georgia State Minimum Standards Mandatory Codes adopted by the Georgia Department of Community

Affairs; latest adopted versions and amendments:

1. Georgia State Minimum Standard Building Code (International Building Code with Georgia State Amendments)
2. Georgia State Minimum Standard One and Two Family Dwelling Code (International Residential Code for One- and Two-Family Dwellings with Georgia State Amendments)
3. Georgia State Minimum Standard Fire Code (International Fire Code with Georgia State Amendments), including 2012 Life Safety NFPA 101 and Georgia State adopted NFPA codes.
4. Georgia State Minimum Standard Plumbing Code (International Plumbing Code with Georgia State Amendments)
5. Georgia State Minimum Standard Mechanical Code (International Mechanical Code with Georgia State Amendments)
6. Georgia State Minimum Standard Gas Code (International Fuel Gas Code with Georgia State Amendments)
7. Georgia State Minimum Standard Electrical Code (National Electrical Code)
8. Georgia State Minimum Standard Energy Code (International Energy Conservation Code with Georgia State Supplements and Amendments)
9. Georgia State Minimum Standard Swimming Pool Code (International Swimming Pool and Spa Code)

C. COMMERCIAL BUILDING PLAN REVIEW SERVICES

1. These services will consist of competent professional commercial building plan review services to adequately assure that commercial building plans will be completed in compliance with adopted building codes as well as with county codes and ordinances.
2. The Contractor will perform plan reviews, at the request of the County. Under this phase, the Contractor shall consult with and advise the County on all aspects of the project, and perform the duties as the Building Plan Reviewer under the direction of the County.
3. The Contractor will provide the county with one red-lined plan set along with comments describing the red-lines and/or code compliance issues.
4. The Contractor will perform subsequent reviews of the same project until all comments have been addressed and the plans are ready for county approval.
5. All initial reviews shall be performed within fourteen (14) business days of receipt of plans. All subsequent reviews shall be performed within five (5) business days of receipt of plans.

D. BUILDING AND FIRE INSPECTION SERVICES

Building Inspection Services

1. These services will consist of competent professional inspection services to adequately assure that building construction work has been completed in compliance with approved construction drawings and specifications, if applicable. The Contractor will perform onsite inspections of building construction, at the request of the County, to insure compliance with county codes and ordinances. Under this phase, the Contractor shall consult with and advise the County on all aspects of the project, and perform the duties as the Building Inspector under the direction of the County.
2. The Contractor will be responsible for ensuring compliance with construction related zoning requirements including, but not limited to, setbacks, lot coverage and parking requirements.
3. At the request of the County, the Contractor will perform periodic inspections on construction pursuant to permits drawn for single-family dwellings, multi-family dwellings, and commercial buildings with respect to structural, plumbing, mechanical, and electrical work.
4. The Contractor must submit a written or electronic record to the County as a result of any inspection within 24 hours after inspection has been completed.
5. All inspections shall be made within 24 hours of the contractor receiving the request for inspection except for weekends and holidays.
6. The Contractor's inspectors will coordinate all functions with necessary County staff or officials, in interactions with the public, and assist in identifying code compliance issues throughout the inspection process.
7. The Contractor shall provide a record of every inspection with each Building Permit:
 - a. Information shall include the date and time of inspection, type of inspection, name of inspector, list of violations and;
 - b. Authorization to proceed or notice of failure (whichever is applicable).
8. The Contractor shall provide certified staff, vehicle(s), insurance per requirements below, and funds for all other expenses.
9. The Contractor shall provide a cell phone number and 24-hour answering system to receive inspection requests.
10. The Contractor must be available to attend meetings with staff, the public and elected officials upon request.

Fire Inspection Services

In addition to the inspections requirements listed above, the Contractor shall provide annual Fire Inspections for all commercial businesses, including, but not limited to retail stores, restaurants, offices, manufacturing, fabrication and industrial businesses located in unincorporated Oconee County.

These services will consist of competent professional inspection services to adequately assure that building construction work has been completed in compliance with approved construction drawings and specifications, if applicable. The Contractor will perform onsite inspections, at the request of the County, to ensure compliance with county codes, ordinances and the State Minimum Fire Code. Under this phase, the Contractor shall consult with, advise the County on all aspects of the project, and perform the duties as the Fire Inspector under the direction of the County.

1. The Contractor must submit a written or electronic record to the County as a result of any inspection within 24 hours after inspection has been completed.
2. The Contractor's inspectors will coordinate all functions with necessary County staff or officials, in interactions with the public, and assist in identifying code compliance issues throughout the fire inspection process.
3. The Contractor shall provide a record of every inspection with each Fire Inspection:
 - a. Information shall include the date and time of inspection, name of inspector, list of violations and;
 - b. Notice of compliance or notice of failure (whichever is applicable).
4. The Contractor shall provide certified staff, vehicle(s), insurance per requirements below, and funds for all other expenses.
5. The Contractor must be available to attend meetings with staff, the public and elected officials upon request.

E. QUALIFICATIONS

The following are **minimum** qualifications:

1. All necessary certifications to provide building inspection, building code enforcement and fire inspections services as required by the State of Georgia.
2. Considerable working knowledge of the materials, practices, methods, and stages of building construction, plumbing, and electrical work, and other construction trades utilized in residential, commercial, and industrial buildings.
3. Knowledge of building, plumbing, and electrical codes and standards, including code changes and state amendments.
4. Considerable knowledge of the Georgia State Minimum Fire Code.
5. Knowledge of the Oconee County building requirements and zoning codes, and related laws and ordinances.
6. Ability to quickly and accurately read and interpret plans, specifications, and blueprints of ordinary complexity and to compare them with construction in process.
7. Ability to detect poor work, structural and other faults, inferior materials, and hazards of fire and collapse.

8. Ability to contact, establish, and maintain effective working relationships with Engineers, Architects, Contractors, Landowners, and the general public.
9. Ability to interact tactfully and courteously with the public.
10. Ability to work effectively with the County staff and officials.
11. Ability to communicate information clearly and effectively in both oral and written form.
12. Demonstrated organizational and record-keeping skills.

F. REQUIREMENTS

These services shall be provided by in-house staff or a combination of in-house staff and subcontracted contractor's services; however, at least 70% of all such services must be provided by the responding firm's in-house staff.

G. SUBMITTAL DEADLINE

Sealed Statement of Qualifications and Proposal will be accepted until 2:30:00PM, EST, June 1, 2017, at the following address:

Oconee County Board of Commissioners
Finance Department, Suite 203
23 N. Main Street
Watkinsville, GA 30677
Attention: Karen T. Barnett, CPPB, Purchasing Officer
RE: RFQP#FY1705-22

Proposals shall be submitted in a sealed envelope marked on the outside with the project name, Respondent's name, date, and time of opening on face. If Proposal is sent through mail, or other delivery system, sealed envelope shall be enclosed in separate envelope with same notations as above on face.

Submittals or modifications received after the due date and time will not be considered. Oconee County Government assumes no responsibility for the premature opening of submittals not properly addressed and identified, and/or delivered to the proper destination. Late proposals properly addressed to the Oconee County Board of Commissioners shall be returned to the respondent unopened.

At precisely 2:30:00 PM Local Time, the submittals shall be opened in the Commission Chambers, Room 205 of the Oconee County Courthouse, at the above referenced address and only the names of the Respondents will be announced.

H. SUBMITTAL INSTRUCTIONS

- A. The Contractor must carefully examine the requirements and conditions expressed in the attached documents and become fully informed as to the quality and character of the information requested.
- B. The Submission Packet is to include one (1) unbound original and six (6) bound copies and one (1)

submittal in electronic format, such as a thumb drive or CD.

- C. The original and each of the six (6) copies shall not exceed *thirty* (30) pages, 8 ½-inch by 11-inch printed on both sides, no larger than a 12 pt. font. The thirty (30)-page maximum does not include the front cover or back cover of the document.
- D. Selection criteria are outlined within this document.
- E. All submittals and documentation received by Oconee County shall become the property of Oconee County and will not be returned.
- F. Oconee County reserves the right to reject all submittals received in response to this RFQP submission. Oconee County is under no obligation to award and/or enter into a contract for these services and the Respondent selection schedule may be revised at the County's discretion.
- G. All costs associated with the preparation and submission of the RFQP submission packet shall be borne solely at the expense of the Respondent. Oconee County shall not be responsible for any costs or expense incurred by the Respondent for the preparation of the RFQP Submission Packet.
- H. This RFQP and the interview selection processes shall in no way be deemed to create a binding contract of agreement of any kind between Oconee County and the candidate and/or selected firm.
- I. Oconee County reserves the right in its sole discretion to waive informalities in a proposal, but is not required to do so.
- J. The Respondent may also be required to make presentations to and obtain input from governmental officials, area residents, and businesses.
- K. The RFQP Submission Packet should be responsive to each item in the specific range of issues elaborated in this RFQP. Submission of excessive "boilerplate" information is discouraged, and failure to address all required items or failure to submit all required documents will disqualify an RFQP response from competition.

I. SUBMITTAL MATERIALS

- A. Prepare and complete the enclosed Respondent's Disclosure Form and Questionnaire (Attachment A)
- B. Prepare and complete the Business Identification Form (Attachment B)
- C. Provide a description of the firm's special capabilities, techniques, or resources that can be contributed to this assignment. Particular emphasis should be placed on demonstrating previous experience in assisting counties and/or municipalities perform various plan review and inspections services.
- D. Submit an Organization Chart showing key team members' names and roles / titles.
- E. Prepare, complete and submit the enclosed schedule of "Deliverables" (Attachment C)
- F. Prepare, complete and submit the enclosed schedule of "Business References" (Attachment D). Emphasis should be placed on demonstrating previous experience and special knowledge in plan review and inspections for local governments.
- G. Prepare, complete and submit "Pricing Matrix" (Attachment E). The matrix shall include an itemized pricing for plan reviews and specific inspection services if there are pricing differences for various types of inspections (e.g. Commercial Fire Inspections and Commercial Building inspections).
- H. The successful firm must provide proof of insurance as a requirement of this document. The requested requirements are listed and are enclosed as part of this packet.
- I. Provide information of financial capacity, including but not limited to: (1) at least two bank references for Respondent with contact name, address and telephone number; (2) a copy of Respondent's

operating budget for the past two years; and (3) the Respondent’s most recent audited financial statement.

- J. Provide information of prior liability, including but not limited to: (1) state whether the Respondent, or any prior parent company, subsidiary or owner of the Respondent, has ever filed a petition in bankruptcy, taken any actions with respect to insolvency, reorganization receivership, moratorium, or assignment for the benefit of creditors, or otherwise sought relief from creditors and, if so, explain the circumstances; (2) state whether the Respondent has had a contract terminated due to the quality of its work and, if so, explain the circumstances; and (3) state whether the Respondent has ever been cited by any governmental agency and, if so, state the date of citation, reason for citation and the amount of *any* fine paid.
- K. Submit a Table of Contents, with corresponding tab sheets, which correspond to items (A-J), to identify each section, in the same sequence requested in this document. Proposal submissions must meet the requirements of and conform to the submission format and requirements as stated in this RFQP.

J. SCORING VALUES

The decision for selecting a firm will be made by the “Evaluation Committee”, made up of the Oconee County’s personnel, who will use the criteria listed below:

Schedule of Scoring Criteria

(Maximum 100 Points)

	Description of Items	Points
A	Qualifications	20
B	Completeness of submittal package	5
C	Experience of the firm and key staff as it relates to plan review and inspection services	20
D	Quality of Technical Approach	10
E	Performance Capabilities	30
F	Financial Condition	5
G	Pricing Matrix	10

A. Qualifications (20 Points)

This criterion measures the overall organizational infrastructure and the Respondent’s well thought out approach in undertaking the required services. The Respondent’s experience and resources, as well as the Builder’s ability to lead and manage the required services, and its own resources, will be carefully considered. Key factors to be considered are experience in providing these types of services, professional credentials and leadership, reputation in the industry and the references provided or obtained.

B. Completeness – Submission Package (5 Points)

This criterion measures the Respondent’s overall understanding towards completing the following instructions

contained within this document. Respondents are seriously urged to complete their submittal package as requested. Evidence of ability to complete work within time constraints must be presented.

**C. Experience
(20 Points)**

Characterize the Respondent's understanding of the RFQP's principle requirements and describe the Respondent's expertise and experience. Provide a detailed resume. Special emphasis will be focused on the Respondent's experience and ability to demonstrate previous experience and special knowledge in the inspection services requested. State all locations, and dates of operation; the types and size of events; if appropriate, the numbers and kinds of employees involved; and any other relevant details, which would indicate the Respondent's capability to perform such services. Detail key risk areas that are to be mitigated to facilitate success. Outline the Respondent's approach towards achieving successful mitigation.

**D. Quality of Technical Approach
(10 Points)**

Submittal Packets will be judged on the completeness and overall quality of the technical approach for collection services, improvement of service, and cost saving measures plan.

**E. Performance Capabilities
(30 Points)**

Respondents will be evaluated on their competence to provide the services at the desired quality level in a timely fashion. The evaluation will include the quality and timeliness of the Respondent's past performance of previous contracts and the Respondent's plan on how the future responsibilities will be handled.

**F. Financial Condition
(5 Points)**

Respondents will be evaluated on the strength of the financial information submitted.

**G. Pricing Matrix
(10 points)**

Respondents will be evaluated on pricing of itemized plan review and various inspections services.

K. SELECTION PROCESS

Each member of the "Evaluation Committee" will read, review, evaluate, and score each submission packet pursuant to the scoring criteria.

It is the responsibility of the Respondents to examine the entire RFQP package, seek clarification in writing, and review its RFQP submission packet for accuracy before submitting their packets.

The "Evaluation Committee" will be responsible for reviewing all submission packets. The *three* (3) highest scoring firms [**MAXIMUM 100 pts**] may be requested to attend an on-site interview in order to select one firm for recommendation to the Board of Commissioners of Oconee County for approval. The Board of Commissioners possesses final approval authority.

Oconee County reserves the right to negotiate adjustments in all elements of the Respondent's submittal.

Once the submission deadline has passed, all Respondent submittals will be considered final.

All submittals shall remain a valid submission for 90 days after the submission due date, or until Oconee County executes a contract, whichever is first.

L. SATISFACTORY WORK

Any work found to be in any way defective or unsatisfactory shall be corrected by the Contractor at his/her own expense at the order of Oconee County. Oconee County also reserves the right to contract out services not satisfactorily completed and to purchase substitute services elsewhere. Oconee County reserves the right to charge the Contractor with any or all costs incurred or retain/deduct the amount of such costs incurred from any monies due, or which may become due under this contract.

M. PRICING

All prices, costs, and conditions outlined in this RFQP shall remain fixed and valid for acceptance for ninety (90) calendar days starting on the due date of the solicitation.

Prices will remain firm for the duration of the contract.

The price quoted shall include all labor, materials, equipment, and other costs necessary to fully complete the services in accordance with specifications of this request for qualifications and cost proposal.

N. INVOICING and PAYMENT

Upon completion of work, the Contractor shall submit a proper invoice, in duplicate, detailing a breakdown of all charges that shall be based on completion of tasks or deliverables.

Invoices shall be submitted to:

Oconee County Board Of Commissioners
Attn: Finance Department
P. O. Box 1527
Watkinsville, GA 30677

All such invoices will be paid within thirty (30) days by the County unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The Contractor shall provide complete cooperation during any such investigation.

Contractor shall provide the purchase order number on the pricing form.

O. CHANGE ORDERS

Pricing for this contract shall remain as agreed upon until the job is completed. Any changes in the specifications or work scope will require a contract amendment. The contractor shall submit a price change request to the Department Director detailing the additional services required with the associated costs. If approved by the Board of Commissioners, the Finance Department will issue a contract amendment for signature.

P. SUB-CONTRACTORS

All Respondents shall include a list of all subcontractors with their proposal. The County reserves the right to reject the successful respondent's selection of subcontractors for good cause. If a subcontractor is rejected, the contractor may replace that subcontractor with another subcontractor subject to the approval of the County. Any such replacement shall be at no additional expense to the County nor shall it result in an extension of time without the County's approval.

Q. OPEN RECORDS

- a) All materials submitted in connection with this RFQP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the Oconee County Board of Commissioners. All such materials shall remain the property of Oconee County and will not be returned to the respondent.
- b) If the Contractor has notified the Purchasing Office that the Contractor's submittal contains trade secrets and commercial or financial information, which is privileged and confidential, those portions of the submittal shall be protected and shall not be released outside of the Government. The title page and each page containing proprietary information must be marked.

R. PROHIBITED INTERESTS

No elected official, officer or employee, or agent of the Oconee County will have either a direct or an indirect interest in this contract or the proceeds thereof.

S. EQUAL EMPLOYMENT OPPORTUNITY

The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Respondent will take affirmative action to ensure applicants are employed, and that employees are treated fairly during employment without regard to their race, color, religion, sex, national origin, or disability.

Such action shall include, but not be limited to, (1) employment, (2) upgrading, (3) demotion, (4) transfer, (5) recruitment or recruitment advertising, (6) layoff or termination, (7) pay rates or other forms of compensation and (8) selection for training, including apprenticeship. Oconee County fully encourages the participation of qualified minority and female-owned business firms with respect to the project.

T. FEDERAL WORK AUTHORIZATION PROGRAM

Contractor shall participate in the federal work authorization program throughout the contract period, as provided for in O.C.G.A. § 13-10-91. The contractor shall be required to, at the time of or prior to the solicitation opening, provide a signed, notarized affidavit, attesting that the contractor has registered with, is authorized to use, and uses the federal work authorization program; the contractor will continue to use the federal work authorization program throughout the contract period; and the contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the containing the above information. The Contractor's Affidavit is attached as "Attachment F-Mandatory Forms".

To the extent that a subcontractor is utilized, the subcontractor shall participate in the federal work authorization program throughout the contract period, as provided for in O.C.G.A. § 13-10-91. The subcontractor shall be required to provide a signed, notarized affidavit, attesting that the subcontractor has registered with, is authorized to use, and uses the federal work authorization program prior to five days from the notice of award; the subcontractor will continue to use the federal work authorization program throughout the contract period; and the subcontractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the subcontractor containing the above information. The Subcontractor's Affidavit is attached as "Attachment F-Mandatory Forms".

U. LOCAL BUSINESS INITIATIVE AFFIDAVIT

Any purchase or contract of under \$100,000 bid or otherwise placed by Oconee County, herein "County", may be awarded to a Local Business, as defined according to Oconee County Policy, in case of equivalent bids. In cases in which a bid by a Local Business is within 7% of the lowest overall bid supplied by a non-local business, the County is authorized to negotiate with Local Business with the lowest bid among the Local Business to allow such Local business to match the lowest bid supplied by a non-local business. In the event a Local Business matches the lowest bid, including all other terms, quality and conditions of the bid, then the Local Business may be awarded the contract. In the event the bids of more than one Local Business are within 7% of the lowest overall bid of a non-local business, the Local Business with the lowest bid price will be given the

first opportunity to match the lowest overall bid. If this Local Business declines to do so, then the Local Business with the next lowest bid within 7% will be given the opportunity to match the lowest bid and this process will continue until a contract is reached with a Local business or there is no other Local Business within 7% of the lowest overall bid. The Local Business Initiative Affidavit is attached as “Attachment F-Mandatory Forms”.

V. REJECTION

Oconee County reserves the right to reject all submittals or parts thereof and to reissue this RFQP. In addition, Oconee County does not guarantee that a contract will be awarded, as a result of this RFQP.

W. TERMINATION OF CONTRACT

The County may terminate the Contract without cause at any time at its sole discretion by delivering a thirty (30) day written notice to the Contractor.

If for any reason, the successful Respondent fails to fulfill any of the requirements of the Contract the County shall have the right to terminate the Contract for cause with three days written notice to the Contractor and to then contract and negotiate for the services with another Contractor.

X. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, and its employees from and against claims, damages, losses and expenses, including but not limited to attorney’s fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including loss of use resulting thereof, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party or person described in the paragraph.

In claims against any person or entity indemnified under this paragraph by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or Subcontractor under worker’s or workmen’s compensation acts, disability benefit acts or other employee benefit acts.

This indemnification obligation includes paying Oconee County’s attorney’s fees and costs in defending or responding to any such claim, demand, suit, action, judgment, etc.

Y. INSURANCE REQUIREMENTS

Applicant shall include a copy of their current Certificate of Insurance that illustrates the level of coverage the applicant carries. The Certificate can be a current file copy and does not need to include any “additional insured” language for the County. Upon award, Contractor shall have insurance provider email a Certificate of Insurance that illustrates the level of coverage the applicant carries. The Certificate needs to include an “additional insured” language for the County. The Oconee County Insurance Requirements is attached as “Exhibit A-Oconee County Insurance Requirements”

Z. NON-COLLUSION AFFIDAVIT

By submitting a response to this solicitation, the applicant represents and warrants that such proposal/bid is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the applicant has not directly or indirectly induced or solicited any other contractors to put in a sham proposal/bid, or any other person, firm or corporation to refrain from submitting and that the contractor has not in any manner sought by collusion to secure to that contractor any advantage over any other contractor.

By submitting a proposal/bid, the contractor represents and warrants that no official or employee of Oconee County, GA Government has, in any manner, an interest, directly or indirectly in the solicitation or in the contract that may be made under it, or in any expected profits to arise there from. The Non Collusion Affidavit is attached as “Attachment F-Mandatory Forms”.

AA. ADDENDA and INTERPRETATIONS

1. All questions shall be directed to Ms. Karen Barnett, CPPB, Purchasing Officer of the Oconee County Finance Department by email at kbarnett@oconee.ga.us no later than 2:30 PM on Thursday, May 25, 2017. Procurement is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact with other Oconee County staff regarding the RFQP may result in the disqualification of the offeror. Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
2. If any revisions to the RFQP or procurement process become necessary or desirable, the Owner may issue written addenda. The Owner will not transmit addenda to potential Respondents.

The Owner will post all addenda on the Owner Project website at the following address:

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=1def60c9-84e7-4661-be40-b4c46b28eeb1>

It is the Respondent’s responsibility to obtain all addenda prior to submitting its Statement of Qualifications and Proposal. The Addendum Acknowledgement form is attached as “Attachment F-Mandatory Forms”.

BB. DRUG-FREE CERTIFICATE

All Respondents must complete a Drug-Free Certificate and return it with their submittal. The Drug-Free Certificate is attached as “Attachment F-Mandatory Forms”.

CC. AGREEMENT

Each proposal is received with the understanding that the acceptance in writing by the County of the offer to furnish any or all of the commodities or services described therein shall constitute an agreement between the Respondent and the County which shall bind the Respondent on his part to furnish and deliver the articles quoted at the prices stated in accordance with the conditions of said accepted proposal. The County, on its part, may order from such contractor, except for cause beyond reasonable control, and to pay for, at the agreed prices, all articles specified and delivered.

1. The Board of Commissioners may enter into contracts and agreements as provided by state law. All capital contracts or agreements must be approved by the Board, and may be amended with the issuance of a change order under the signature of the Chair.
2. “no parole evidence”- prohibits oral modifications to the contract or allowance for past practices by the County.
3. Modifications, such as a written change order or amendment signed by the contracting authority, shall be the only allowable method for modification of the contract.

Attachment "A"
Proponents Disclosure Form and Questionnaire
(Your Letterhead)

General Information

1. Provide name and address of firm.
2. Describe company ownership, organization, and length of time in business.
3. Please provide the names and business addresses of each of the Respondent's officers, directors, affiliates and other employees, agents or representative, the 'Subject Project' means the RFQP for Oconee County Professional Plan Review and Inspection Services. For the purposes of this form, the term "affiliate" of any Respondent shall mean any person or entity, which directly or indirectly controls or is controlled by, or is under common control with such Respondent. "Control" means the possession, directly/ indirectly, of the power to director cause the direction of the management and policies of a person or entity, whether through ownership of voting securities, by entreat, or otherwise.
4. Describe accurately, fully and completely, all affiliates respective relationships with said Respondent, including their ownership interests and their anticipated role in the management and operations of said Respondent.
5. Please describe the general development of the Respondent's business during the past five (5) years.
6. Please state whether any of the following events have occurred in the last five (5) years with respect to said Respondent. If any answer is yes, explain fully the following.
 - a. Whether a petition under the federal bankruptcy laws or state insolvency laws was filed by or against said Respondent, or a receiver fiscal agent or similar officer was appointed by a court for the business or property of said Respondent.
 - b. Whether the Respondent was subject of any order, judgment or decree not subsequently reversed, suspended or vacated by any court of competent jurisdiction, permanently enjoining said Respondent from engaging in any type of business practice or otherwise eliminating any type of business practice.
 - c. Whether said Respondent's business was the subject of any civil or criminal proceeding in which there was a final adjudication adverse to said Respondent. If so, please explain fully.
7. Please state whether any employee, agent or representative of said Respondent who is or will be directly involved in the Subject Project has or had within the last five (5) years; (i) directly or indirectly had a business relationship with Oconee County, (ii) directly or indirectly received revenues from Oconee County or (iii) directly or indirectly receives revenues from the result of conducting business on Oconee County property or pursuant to any contract with Oconee County. Please describe any such relationship.
8. Please state whether any employee, agent or representative of said Respondent, who is or will be directly involved with in the organization, has or had within the last five (5) years a direct or indirect business relationship (to the best of your knowledge and belief) with any elected or appointed County official or with any County employee, and fully describe such business relationship.
9. Give the location of the firm's corporate and satellite offices. Specify which offices will be involved in the project. The qualifications of the office involved shall be used for this form.

Financial Information

1. Provide audited financial statements for the past three years. List your main banking references.
2. Have you ever failed to complete any work awarded to you, or been removed from any project awarded to you?
3. Have you been involved in any litigation in the past five years?
4. What is your firm's current annual volume and average volume for the past three years? What percentage of current and past volume is governmental work related?
5. What is your firm's current backlog for 2016, both bonded and not bonded? What is your present bonding capacity? List the name of your bonding company, person, and telephone number to contact.
6. What percentage of your firm's work has been repeat business during the past three years?
7. List the contact persons, address, and telephone numbers of your insurance carrier and agent.

Quality Assurance

Describe your firm's approach to quality assurance.

Relevant Experience

List your experience providing inspection services for county or municipal governments.

Project Team

1. Name the individuals and those respective roles that you would propose for the team.
2. Provide an Organizational Chart.

NOTE: *Failure to provide required disclosure, submit officially signed and notarized documents or respond to any and all information required by the Oconee County can result in the Submittal Packet declared as non-responsive. This document must be completed and included as a part of the proposal package along with other required documents.*

Under penalty of perjury, I declare that I have examined this questionnaire and all attachments hereto, if applicable, to the best of my knowledge and belief, and all statements contained hereto are true, correct, and complete.

On this day of _____, 2017

(Legal Name of Respondent) (Title) (Date)

(Signature of Authorized Representative) (Date)

Title

Sworn to and subscribed before me, This _____ day of _____ 2017

(Notary Public)

Commission Expires _____ (Date)

Attachment "B"
Business Identification Form

Name of the firm under which you do business:

1. _____

Permanent main office address:

2. _____

Billing Address (If Different):

3. _____

City State Zip Code

4. _____

Phone No.: - Fax No.

5. _____

E-Mail Address

6. Type of organization: (Check all applicable)

___ Individually-Owned ___ Partnership ___ Corporation ___ Joint Venture ___ Non-profit ___ Private ___
Public ___ Minority Owned ___ Female-Owned

7. If a corporation, enter the date of incorporation and the state in which incorporated:

Date: ___ State: ___

8. Identify number of employees: _____

9. Enter the number of years you have been in business under the present firm name: _____

10. Enter any other names your firm has done business under.

11. Indicate the dates, locations and number of years for each:

12. Identify name, title and telephone number of person(s) in your organization authorized to negotiate and bind the "RFQP Respondent" to a contract.

Name	Title	Tel #
------	-------	-------

Attachment “C” DELIVERABLES

Check Box	Item
	One (1) unbound copy and six bound copies
	Ten (10) copies of “Executive Summary”
	Electronic version of all final reports and supporting document in Microsoft Word or appropriate software.
	Respondent’s Disclosure Form and Questionnaire (Attachment A)
	Business Identification Form (Attachment B)
	Description of the firm’s special capabilities, techniques or resources that can be contributed to this assignment.
	Prepare, complete and submit the enclosed schedule of “Business References”. (Attachment D)
	Prepare, complete and submit “Pricing Matrix”. (Attachment E)
	Provide Proof of Insurance
	Information of financial capacity.
	Information of prior liability
	Provide mandatory forms (Attachment F)

Attachment “D”
References
(Your Letterhead)

Provide a list of client references and a description of services provided to the client.

Include name of Client, Name of Contact Person, Telephone Number, Email address of contact person, Address and Numbers of years Contacted.

Attachment "E"
Price Matrix – Cost Proposal Form
(Your Letterhead)

Matrix list of pricing items and cost for each item for categories below and total cost for each category.

- A. Plan Review
- B. Building Inspections
- C. Fire Inspections

X _____
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM:

TYPED/PRINTED NAME OF AUTHORIZED REPRESENTATIVE OF RESPONDING FIRM

DATE: _____



Oconee County Board of Commissioners

Request for Qualifications and Proposal

ATTACHMENT F - Mandatory Forms

- Contractor's & Subcontractor's Affidavit (Federal Work Authorization Program)
- Local Business Initiative Affidavit
- Non-Collusion Affidavit
- Addenda Acknowledgement Form
- Drug-Free Certificate
- Sub-Contractor List



RFQP #FY1705-22

**Professional Building Inspection and Plan Review Services
Georgia Security & Immigration Compliance (GSIC) Act Affidavit**

As per the Georgia Senate Bill 529 and Senate Bill 447, the Georgia Department of Labor has promulgated new rules for the implementation of Section 2. O.C.G.A. §13-10-91 and Chapter 300-10-01-.02 state that no Georgia Public Employer shall enter into a contract for *the physical performance of services within the State of Georgia* unless the Contractor registers and participates in a federal work authorization program to verify the work eligibility information of all of its new employees.

The Employment Eligibility Verification “E-Verify” site operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security is the electronic federal work authorization program to be utilized for these purposes.

The website is <https://e-verify.uscis.gov/enroll/>

By executing the attached Contractor Affidavit, Contractor verifies its compliance with O.C.G.A. §13-10-91 stating affirmatively that the individual, firm or corporation which is contracting with the Oconee County Board of Commissioners has registered and is participating in this federal work authorization program in accordance with the applicability provisions and deadlines established in this Statute.

Contractor further agrees that should it employ or contract with any Sub-Contractor(s) for the physical performance of services pursuant to the contract with the Oconee County Board of Commissioners, Contractor will secure from the Sub-Contractor(s) verification of compliance with O.C.G.A. §13-10-91 on a Sub-Contractor Affidavit and shall provide a copy of each such verification to the Oconee County Board of Commissioners at the time the Sub-Contractor(s) is retained to perform such services.

PLEASE COMPLETE THE ATTACHED AFFIDAVIT AND RETURN IT TO:

Karen T. Barnett, CPPB
Oconee County Purchasing Officer
23 N. Main Street, Suite 206
Watkinsville, GA 30677
Fax: (706) 310-3574
Email: kbarnett@oconee.ga.us



RFQP #FY1705-22

**Professional Building Inspection and Plan Review Services
Immigration and Security Form**

Georgia Security & Immigration Compliance (GSIC) Act Affidavit

Contractor's Name:	
County Solicitation Number	RFP#FY1705-22

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the County, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the County at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify TM Company Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS
THE _____ DAY OF _____ 20____

[NOTARY SEAL]

Notary Public

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603



RFQP #FY1705-22

**Professional Building Inspection and Plan Review Services
Immigration and Security Form
Georgia Security & Immigration Compliance (GSIC) Act Affidavit**

Contractor's Name:	
Subcontractor's (Your) Name:	
County Solicitation Number:	RFP#FY1705-22

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of the County identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / E-Verify TM Company Identification Number

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS
THE _____ DAY OF _____ 20____

[NOTARY SEAL]

Notary Public

My Commission Expires:

*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603



RFQP #FY1705-22

Professional Building Inspection and Plan Review Services

*Legal Name of Business: _____

1. Mailing Address:

Physical Address: (if different)

2. Year business was established in Oconee County: _____

3. Occupational Tax License number issued and County/City where issued: _____

4. Business Type (circle one): Corporation Partnership Sole Proprietorship

5. Does your business have more than one office in Oconee County? Yes No

If yes, specify the location(s): _____

6. Is your business' principal base of operations in Oconee County? Yes No

7. Does your business have any locations outside of Oconee County? Yes No

If yes, specify the locations(s): _____

8. Bank (branch in Oconee County): _____

CERTIFICATION: I hereby certify under penalty of perjury that the information, which I have provided, on this form is true, and correct, that I am authorized to sign on behalf of the business set out above, and if requested by the County will provide, within 10 days of notice, the necessary documents to substantiate the information provided on this form.

Attest: _____

*Authorized Signature: _____

Sworn to and subscribed before me this _____

*Print Name: _____

day of _____, 20_____

*Title: _____

Commission Expires: _____

(Seal)

*Non-Local Business _____
(Check Here)

Mandatory Document – Complete all areas above and return with your proposal. If your business is NOT local, please complete only those areas marked with an asterisk ()*



RFQP #FY1705-22

Professional Building Inspection and Plan Review Services

I _____ certify that this Proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences, and civil damages awards.

I certify that this proposal has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contact or communication by the Contractor or the Contractor's associates with any County staff, or elected officials since the date this **RFQP #FY1705-22 Professional Building Inspection and Plan Review Services** was issued except: 1) through the Purchasing Office 2) at the Pre-Conference Meeting (if applicable) or 3) as provided by existing work agreement(s). **The County reserves the right to reject the SoQP submitted by any Contractor violating this provision.**

I agree to abide by all conditions of this RFQP and certify that I am authorized to sign this RFQP.

COMPANY NAME: _____

Authorized Representative (Signature)

Date

Authorized Representative Name/Title
(Print or Type)

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



RFQP #FY1705-22
Professional Building Inspection and Plan Review Services
Addenda Acknowledgement

The Respondent has examined and carefully studied the Request Qualifications and Proposal and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No./Date _____

Addendum No./Date _____

Addendum No./Date _____

Addendum No./Date _____

Authorized Representative (Signature)

Date

Authorized Representative Name/Title
(Print or Type)

Email

Respondents must acknowledge any issued addenda. Proposals which fail to acknowledge the Contractor's receipt of any addendum may result in the rejection of the proposal if the addendum contains information that substantively changes the Owner's requirements.

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



RFQP #FY1705-22

**Professional Building Inspection and Plan Review Services
Drug-Free Workplace**

I hereby certify that I am a principle and duly authorized representative of:

Whose address is:

And it is also that:

1. The provisions of Section § 50.24.1 through § 50.24.6 of the Official Code of Georgia Annotated, relating to the "Drug Free Workplace Act" have been complied with in full; and,
2. A drug free workplace will be provided for the CONTRACTOR'S employees during the performance of the contract; and,
3. Each subcontractor hired by the CONTRACTOR shall be required to ensure that the subcontractor's employees are provided a drug free workplace. The CONTRACTOR shall secure from that subcontractor the following written certification: "As part of the subcontracting Agreement with _____,

certifies to the CONTRACTOR that a drug free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section § 50.24.3"; and,

4. It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

Date

Signature

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



RFQP #FY1705-22

**Professional Building Inspection and Plan Review Services
Sub-Contractors**

Please list any subcontractors that you will be working with during the course of this contract:

SUBCONTRACTOR ONE

Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

SUBCONTRACTOR TWO

Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

SUBCONTRACTOR THREE

Company Name: _____

Address: _____

Contact Person and Title: _____

Phone/Email: _____

Scope of Work: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL



Oconee County Board of Commissioners

Request for Qualifications and Proposal

EXHIBIT A

- Oconee County Insurance Requirements

Exhibit A

Oconee County Insurance Requirements

The following recommended minimum insurance limits apply to vendors doing business with the Oconee County Board of Commissioners. The Standard Insurance Limits are recommended for all procurements of goods and ancillary services. The specific requirements for vendors providing high risk services supersede the Standard Insurance Limits. Coverage types and limits are recommended minimums and should be increased as appropriate based on contract value and potential risks to the County.

To achieve the appropriate coverage levels, a combination of a specific policy written with an umbrella policy covering liabilities above stated limits is acceptable.¹

Important:

All policies shall contain a provision that coverage afforded under the policies shall not be canceled, changed, allowed to lapse, or allowed to expire until thirty (30) calendar days after written notice has been given to the certificate holder on the certificate of insurance. All such coverage shall remain in full force and effect during the initial term of the agreement and any renewal or extension thereof.

All policies must be issued by an insurance company licensed to do business in the State of Georgia, with a minimum AM Best rating of A-, and signed by an authorized agent.

¹ For example: If appropriate limits are \$2 million per occurrence and \$2 million aggregate, acceptable coverage would include a specific policy covering \$1 million per occurrence and \$1 million aggregate written with an umbrella policy for an additional \$1 million.

-
- Certificate Holder should read:
Oconee County Board of Commissioners
23 North Main Street
Watkinsville, Georgia 30677
 - Certificates of Insurance, and any subsequent renewals, must reference specific bid/contract by projected name and project/bid number.
 - Contractor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier, and shall require each and every Subcontractor of any tier to comply with all such requirements. Contractor agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required Insurance shall be procured and maintained by Contractor at Contractor's expense.
 - No Contractor or Subcontractor shall commence any work of any kind under this Contract until all insurance requirements contained in this Contract have been complied with and until evidence of such compliance satisfactory to Oconee County as to form and content has been filed with Oconee County.

Exhibit A

- Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all Subcontractors of their liability provisions of the Contract.
- The Contractor and all Subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, and any other laws that may apply to this Contract.
- The Contractor shall at a minimum apply risk management practices accepted by the contractors' industry.

A. STANDARD INSURANCE LIMITS FOR GOODS AND ANCILLARY SERVICES

Workers Compensation (WC):	Statutory Limits – required in all contracts
Bodily injury by Accident – each employee	\$ 100,000
Bodily injury by Disease – each employee	\$ 100,000
Bodily Injury by Disease – policy limit	\$ 500,000
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000

B. HIGH RISK INSURANCE LIMITS

1. Ambulance Service:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS

Commercial General Liability (CGL):

Exhibit A

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 3,000,000
Professional liability	\$ 3,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and professional liability policies.

2. Asbestos Abatement:

Workers Compensation (WC): **Required for all Contracts**
NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
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Contractor's Pollution Liability (with 1 year extended reporting period)

Each Occurrence	\$ 3,000,000
-----------------	--------------

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and contractor's pollution liability policies.

Exhibit A

3. **Building Remodeling and Construction:** This includes all aspects of building work, including, but not limited to, ducts, electrical, HVAC, painting, plumbing, roofing, etc.

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000 (per project)
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000
Property Coverage or Builders Risk Policy	Equal to or greater than the existing building limit if performing renovations.

If hazardous substances are involved:

Contractor's Pollution Liability (with 1 year extended reporting period)

Each Occurrence	\$ 1,000,000
Aggregate	\$ 2,000,000

Other specific coverage requirements / levels may exist depending on project size, scope, and type.

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and contractor's pollution liability policies.

4. **Consulting Services:**

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS

Exhibit A

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
-----------------------	--------------

Professional Liability

Type and limits defer by consulting type

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and professional liability policies.

5. **Custodial Services:**

Workers Compensation (WC):

Required for all Contracts

NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
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Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile and professional liability policies.

Exhibit A

6. **Elevator Maintenance** (includes all passenger and freight elevators):

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and automobile liability policies.

7. **Food Service:**

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Liquor Liability (When applicable)	\$ 1,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000

Exhibit A

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and liquor liability policies.

8. Information Technology: See Standard Insurance Limits and Professional Liability insurance which includes Errors and Omissions coverage.

9. Landscaping / Lawn Care:

Workers Compensation (WC): **Required for all Contracts**

NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
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If herbicide, fungicide, pesticide or other chemical application is involved:

Environmental Impairment Liability (with 1 year extended reporting period)

Each Occurrence	\$ 1,000,000
Aggregate	\$ 2,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and environmental impairment liability policies.

Exhibit A

10. **Medical/Therapist Services** (including optical and laboratory): This includes all contracted medical services, including but not limited to, assisted physician services, laboratory equipment maintenance, and patient testing.

Workers Compensation (WC): **Required for all Contracts**

NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
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Professional liability (malpractice) \$ 3,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and professional liability policies.

11. Pest Control:

Workers Compensation (WC): **Required for all Contracts**

NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Exhibit A

Automobile Liability

Combined Single Limit	\$ 1,000,000
Environmental Impairment Liability (with 1 year extended reporting period)	
Each Occurrence	\$ 1,000,000
Aggregate	\$ 2,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general, automobile, and professional environmental impairment liability policies.

12. **Recreational Services:** This includes a broad range of contracted services, including, but not limited to, golf course management, amusement services, pyrotechnic display, camps and clinics not sponsored by the agency.

Workers Compensation (WC): **Required for all Contracts**
NO EXEMPTIONS

Commercial General Liability (CGL):

Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Automobile Liability

Combined Single Limit	\$ 1,000,000
Umbrella Liability	\$ 2,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and automobile liability policies.

13. **Refuse Transportation and Disposal:** See the "Solid Waste Collection and Disposal Services of Oconee County, Georgia" for insurance requirements. Document available upon request.

Exhibit A

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and contractor's pollution liability policies.

14. Security:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000
Automobile Liability	
Combined Single Limit	\$ 1,000,000
Professional Liability Insurance	\$ 3,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and professional liability policies.

15. Staffing Services:

Workers Compensation (WC):	Required for all Contracts
	NO EXEMPTIONS
Commercial General Liability (CGL):	
Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Ops. Aggregate Limit	\$ 2,000,000

Exhibit A

Automobile Liability

Combined Single Limit

\$ 1,000,000

Additional Insured: The vendor shall add the "Oconee County Board of Commissioners, its officers, employees and agents" as an additional insured under the commercial general and automobile liability policies.